



Director of Admissions

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is seeking applications for a full-time Director of Admissions to join our community and to lead student recruitment efforts, to strengthen relationships between internal and external constituents related to recruitment, and to enhance the overall productivity of the Admissions Office.

Major Responsibilities

- Leading and managing all recruitment functions and a comprehensive recruitment strategy.
- Utilizing data analysis to drive the development of admissions policies and procedures, to establish measurable goals and objectives, and to determining the effectiveness of admissions and recruitment efforts.
- Collaborating with department leadership on student search, marketing, scholarship evaluation, and recruitment expansion.
- Developing and managing an engagement program which creates opportunities for alumni, trustees, faculty, staff, parents, guidance counselors, pastors, and lay leaders to assist in prospect identification and recruitment efforts.
- Managing a comprehensive travel and recruitment program for the office, including territory-specific strategies.
- Supervising various Admissions staff members.
- Participating in admissions recruitment events.

Qualifications

- A bachelor's degree. A master's degree is preferred.
- At least three years of higher education admissions experience. Consideration will be given for work experience in other areas of higher education.
- Ability to function independently with a high level of accountability as well as value and inspire teamwork and collaboration.
- Ability to take initiative, solve problems effectively, and promote a culture of superior customer service.
- Excellent organizational and communication skills.
- Experience and skill working with MS Office applications.
- Enthusiasm for and ability to travel as well as a valid driver's license.

Employee Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; a generous benefit time program; and tuition benefits. Due to the college's not-for-profit status, employees of Kentucky Wesleyan may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

Application Process

To apply, complete the online application at <https://kwc.edu/application-for-employment/>. An official transcript for the highest degree awarded will be required of the hired candidate, as will a background check. Incoming employees must be fully vaccinated against COVID-19 unless a reasonable accommodation for medical or religious reasons is requested and approved. The College will not sponsor applicants for work visas. Review of application materials will begin immediately and will continue until the position is filled. Kentucky Wesleyan College is an equal opportunity employer and is committed to attracting qualified candidates from underrepresented groups.

Additional Information

About Kentucky Wesleyan College

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of "Great Schools, Great Prices," which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are charter members of the Great Midwest Athletic Conference comprising teams from Ohio, Michigan, Kentucky, and Tennessee. Athletic teams include baseball, basketball, bowling, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees. A hallmark of the Kentucky Wesleyan experience includes "The Wesleyan Way," beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.

- We will compete with integrity.
- We love each other in Christ.

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.

About Owensboro, KY

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city nestled on the banks of the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually only available in much larger cities. Daviess County is home to 110,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Owensboro's revitalized downtown area features a state-of-the-art convention center, several new hotels, and a range of entertainment options with unique restaurants and shops. Twenty-five parks, totaling 953 acres, encircle the city, which hosts over 20 annual festivals – attracting visitors from throughout the region.

Suggested Websites

Additional information about Kentucky Wesleyan College, the Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpantthers.com/>
- <http://www.owensboro.org/>
- <https://edc.owensboro.com/>
- <https://visitowensboro.com/>